



DEPARTMENT OF THE ARMY
HEADQUARTERS EASTERN REGION
UNITED STATES ARMY CADET COMMAND
FORT KNOX, KY 40121-5610

REPLY TO
ATTENTION OF:

ATOE-PA-P

14 Nov 04

MEMORANDUM FOR All Eastern Region ROTC Professors of Military Science, Admin NCOs and HRAs

SUBJECT: Standard Operating Procedures for In/Out Processing Packets

1. *Purpose:* To provide information to all Eastern Region Brigades and Schools on in/out processing packets. This memorandum is designed to identify all the required steps in assembling the in/out processing packets for all Cadre and Goldbars at the Brigade and Battalion level. Appendixes attached to this memorandum have been developed to simplify understanding of procedures.

2. *References:*

- a. AR 600-8-101, Personnel Processing (In-Out, Soldier Readiness, Mobilization, and Deployment Processing).
- b. DA PAM 600-8-101, Personnel Processing (In-Out, Soldier Readiness, Mobilization, and Deployment Processing).
- c. CC Cir 601-03-2, Personnel Procurement ROTC Goldbar Recruiter Program
- d. Joint Federal Travel Regulations (JFTR), Volume 1, effective Jan 04.
- e. <http://www.usaac.army.mil/cc/east/>, Eastern Region ROTC website.
- f. Fort Knox Reg 600-3, Installation In-Processing and Out-Processing.

3. *Responsibilities:*

- a. All original inprocessing packets must be mailed within 72 hours of arrival to the school/brigade to: Headquarters, Eastern Region ROTC, ATTN: ATOE-PA-P, Building 203, Old Ironsides Avenue, Fort Knox, Kentucky 40121.
- b. ***In-Processing:*** This in-processing program processes each cadre members and Goldbars, into their respective brigade or school. Upon arrival, the following steps need to be taken to ensure timely in-processing:

ATOB-PA-P

SUBJECT: Standard Operating Procedures for In/Out Processing Packets

1. It is imperative that within the first 24 hours, an Arrival/Departure sheet, with copy of PCS orders and leave form are faxed to respective brigade headquarters in order to properly account for each soldier. Within 24 hours of receipt, the brigade will fax the Arrival/Departure sheet and copy of PCS orders and leave form to Region Headquarters, G-1 to the e-MILPO clerk for proper transaction.
 2. Attached to this SOP is Annex A, Cadre in-processing and Annex B, Goldbar in-processing.
 3. The in-processing packet may be accompanied by two (2) other separate packets: the TLE and DITY packets. These packets will contain all listed documents on the Cadre In-processing Checklist. A remarks column in the checklist will let you know which documents are needed. Some of the documentation is not necessary, depending on the situation, these documents are identified with "*if applicable*" in the remarks column.
 4. Assemble and mail in (Fed-ex or Priority Mail) to Region Headquarters, G-1 Section, a complete in-processing pack, including the individual's 201 file within **72 hours** of arrival. Failure to do so could cause the soldier be placed in a "*T*" status, a finance code for in-transit status which causes a *No Pay Due*. To ensure packet is received at this region, we recommend enclosing a DA Form 200 with the packet for accountability purposes.
 5. Separate packets such as TLE and DITY could be mailed in separately later.
 6. It is of vital importance that a promotion packet (if applicable), original, typed and updated SGLV Insurance form, and DD 93 are included with the in-processing packet.
 7. Once the completed packet(s) has arrived to the In/Out Processing NCO at Region Headquarters, they will be screened for any discrepancies and/or missing documents. The In/Out Processing NCO will contact the brigade or school through the Web e-mail inbox (preferable) or phone if there are any discrepancies. Missing documents or discrepancies must be submitted or corrected promptly in order to send the in-processing packet to finance in a timely manner.
- c. **Out-Processing:** This program ensures every soldier is properly processed to a different status (i.e. PCS, ETS or RET). The battalion commander or appropriate representative will ensure that departing soldiers will have feasible time to outprocess all applicable areas on DA Form 137-1 (Unit Clearance Record):
1. All original out-processing packets must be mailed 30 days from the date PCS/travel

ATOB-PA-P

SUBJECT: Standard Operating Procedures for In/Out Processing Packets

leave starts, and at least 15 calendar days prior to departing to Headquarters, Eastern Region ROTC, ATTN: ATOE-PA, Building 203, Old Ironsides Avenue, Fort Knox, Kentucky 40121.

2. Because the majority of our schools are in remote locations, we ask that a clearance memo is submitted in lieu of the DA 137-1.
3. Every departing cadre member and goldbar must submit an out-processing packet accompanied by the documents listed on the Cadre or Goldbar Outprocessing Checklist, to include PCS or travel DA 31, Request and Authority for Leave. There are no exceptions to this rule. Every departing soldier (excluding Goldbars) must clear his or her respective brigade.
4. Assemble and mail in complete out-processing packet to Region Headquarters, G-1 Section. To ensure packets are received at this region, we recommend a DA Form 200 be enclosed with the packet(s) for accountability purposes.
5. In order to ensure payment of any requested advances by departure date, Fort Knox Finance Office must receive the completed out-processing packet from the G-1 no more than 30 days out and no later than 15 working days prior to soldier's sign out date.
6. Once the out-processing packet has been received at G-1, we will request from the Fort Knox Military Personnel Office (MILPO), the soldier's 201 file (MPRJ) and promotion packet (if any), and will mail back to the soldier's school address.

4. *Exceptions:*

- a. AGRs, that belong to Army Reserves, Title 10, will follow all above instructions. AGRs that belongs to National Guard, Title 32, will only fax to G-1 section an Arrival/Departure sheet with a copy of their arrival or departure orders. AGR soldiers, Title 32, will have their finances and personnel issues taken care through their respective State.
- b. University of Puerto Rico campuses, will have their finance issues handled through Fort Buchanan's Finance Office. Their personnel issues will still be handled through Fort Knox. For in-processing and out-processing purposes, follow the personnel side only.

ATOB-PA

SUBJECT: Standard Operating Procedures for In/Out Processing Packets

5. POC for this memorandum is HQ Region, G-1 In/Out Processing NCO, 502-624-1951, DSN 464, fax 4774.

FOR THE COMMANDER:

SANDRA R. CLARK
LTC, AG
Chief, Personnel & Administration

Annex A

CADRE IN-PROCESSING INSTRUCTIONS

1. Upon arrival to Region Headquarters, the brigade or school, soldiers need to be signed in from leave by the HRA or Admin NCO.
2. **Exceptions:** AGR Cadre: If they are AGR Reserves, they follow these instructions; if they are AGR National Guard, their State takes care of their finances and personnel actions. Only Puerto Rico Schools (considered overseas): Their finances will be handled by Ft. Buchanan finance office, and their personnel actions will be handled by Ft. Knox.
3. An arrival/departure sheet (this sheet does not constitute the inprocessing packet) along with copy of the PCS orders and leave form must be faxed to respective brigade **within 24 hours of arrival**. The brigade will then fax this documentation to Region Headquarters, G-1 section within 48 hours of arrival (24 hours from receiving it).
4. If soldier departs on Permissive TDY, make sure an updated DD93 and SGLV is updated before departure. Originals will be placed in soldier's 201 file.
5. If there is no 201 file, a temp 201 file must be created at the school. It will consist of an original, updated and typed DD93 & SGLI Form, copy of ORB/ERB, and one complete set of PCS orders.
6. An in-processing packet will be assembled according to the Cadre Inprocessing Checklist. This must be completed within **72 hours of arrival**. Any delays on the inprocessing packets will delay soldiers' payments.
7. There are three different packets that could be submitted for inprocessing.

Packet A: **In-processing packet (mandatory for all)**

- a. The in-processing packet is the most crucial packet and includes the following documents:
 - Finance Inprocessing Worksheet*
 - Copy of PCS orders*
 - PCS leave form (signed out and signed in)*
 - Original** Travel Voucher,
 - Original** DA 5960
 - DA 4187 for Sep Rats (only for Enl members at the schools)*
- b. Please, **do not hold the inprocessing packet** waiting on a document for the Temporary Lodging Expense (TLE) and the Do it Yourself move (DITY) packets. These packets could be submitted at a later day.

Packet B: **TLE packet (If Applicable)**

- a. TLE packet will be assembled and mailed as soon as soldier has completed 10 days of lodging.
- b. If soldier is not staying in lodging but with family or friends, the soldier is entitled to claim TLE for meals only. The soldier will complete the TLE packet and provide a physical address in the block that asks for location of lodging.

Packet C: DITY packet (If Applicable; soldier must have had briefing from last duty station)

- a. DITY (Do it Yourself move) packets will be assembled as soon as soldier is settled.
 - b. Follow the DITY checklist thoroughly to ensure all documents are enclosed.
8. Final settlements could take from three to four weeks to be processed and direct deposited into account. Incomplete packets will delay these payments.
9. Express/FedEx is preferred on all inprocessing packets so that they can be screened and submitted to finance as soon as possible. Inprocessing packets will be mailed with a DA 200 for accountability purposes:

HQ EASTERN REGION ROTC
ATTN ATOE-PA
BLDG 203 OLD IRONSIDES AVE
FT KNOX KY 40121

In-processing packet: (This packet must be mailed within 72 hours of soldier signing into school or brigade)

1. Fill out and complete the Cadre In-processing Checklist. Attach this checklist to the packet.
2. Fill out the Finance Inprocessing Worksheet, sign and date it on the second page.
3. Include complete set of PCS orders with any amendments and DD 1610 (if TDY enroute).
4. Fill out DA 647-1, Personnel Register Card with the date of arrival.
5. Completely fill out a DA 3955, Change of Address Mail Card.
6. Mail in the 201 file with the inprocessing packet. If there is no 201 file, school must create a temporary 201 file.

a. For officer member, temp 201 file will include original, updated and typed DD 93 and SGLV; copy of ORB and complete set of PCS orders.

b. For enlisted soldiers, temp 201 file will include same documents as the officer with the addition of copies of all reenlistment, awards, promotion orders, and security clearance forms.

7. Include original, updated and typed DD 93 and SGLI forms if they are older than a year or if soldier needs to make any changes to it. Include house phone # written in pencil on the DD 93.

8. Include copy of PCS leave form. Ensure PCS leave form is signed in blocks # 11 and block #13. Ensure soldier has been signed out from last duty station and signed in by school/brigade.

a. A soldier will be charged for day of return unless:

1. The soldier works more than half of the normally scheduled duty day.
2. The soldier returns on a regular scheduled non-duty day.

9. Optional Forms: DA 3685, SF 1199a, DD 2558, and W-4 Forms need to be filled out only if any changes are requested from the soldier. DD 2560 will be filled out only if soldier requests an advance pay. Original DD 2560 will be then mailed in with the inprocessing packet.

10. Fill out DA 5960. **Original must be mailed.** Ensure blocks # 1-8, 10 and 13 are filled out. Do not need to fill out blocks # 9 or # 12.

a. **If married to a civilian or divorced** then need a date in block 8/3. Ensure blocks # 1-8, 10 and 13 are filled out. Ensure block # 10 is filled out with current physical address.

b. **If married to an active duty member** ensure blocks # 1-8, 10 and 13 are filled out. Ensure blocks 8/1 and 8/2 are filled out with spouse's SSN and duty station. Ensure block # 10 is filled out with current physical address.

c. **If soldier married while on PCS leave**, a copy of marriage certificate must be provided. Ensure blocks # 1-8, 10 and 13 are filled out. Ensure block # 10 is filled out with current physical address. Ensure block # 13 is signed and dated.

d. **If soldier is single**, ensure blocks # 1-8, 10 and 13 are filled out. Ensure block # 10 states "self" and type current physical address.

Do not sign block # 15, this block is for finance purpose only.

11. A DA 4187 for Rations in kind not available will be filled out for all enlisted cadre members at the schools or applicable brigade. Officers do not need this DA 4187, as they withdraw the standard BAS rate. This DA 4187 will be signed by the PMS, commander or authorized representative.

12. If your zip code is entitled to receive CONUS COLA, a DA 4187 must be filled out and signed by PMS or Commander.

13. Travel Voucher (DD 1351-2):

a. This form will be filled out even if soldier moved across the street or did not move at all. Finance will then calculate if mileage or any entitlement is to be paid. **The only exceptions are** soldiers with the statement “*NO COST MOVE*” in their PCS orders. They will not have to submit a travel voucher.

b. Everybody must fill out a DD 1351-2, Jul 2004, signed and dated. Ensure to fill out block # 6e. This block will help in writing back an email to the soldier in case something needs to be clarified.

c. Ensure original DD 1351-2 is mailed; finance **will not** accept copies. Ensure blocks #5, 6, 9, 12, 13 are completely filled out. Ensure a physical address in block # 13 is filled out for dependents address at the time PCS orders were issued.

d. Ensure block # 15 is filled out correctly. The itinerary dates *must match the PCS leave form*. First date should be the date soldier was signed out of last duty station on the leave form and last date must be the date soldier signed into school or brigade. *The only exceptions are AGR soldiers first coming into active duty that just came back from their Inprocessing TDY at Ft. McCoy. Their first day on the itinerary will be the day they left their house.*

e. Ensure to write a “2” in block # 16 if two POVs were moved in order to claim mileage for both.

f. If dependents traveled on different dates than the soldier, another original (supplemental) DD 1351-2 must be filled out and submitted with the actual date/s dependents traveled. Follow same instructions for DD 1351-2 to fill out the supplemental for dependents travel. The name on the top of the travel voucher will still be that of the soldier.

14. Ensure travel receipts are included if claiming any travel expenses over \$75.

15. Include copy of settlement for any travel advances and DLA advance received at last duty station.

16. Include plane, bus or train tickets/receipts, if they were paid out of pocket.

17. POV Pick Up:

a. Include DD 788 (American Auto Logistics Vehicle Inspection and Shipping Form-VISF) if POV was picked up **before** signing into school. Ensure a complete copy of *front and back, top and bottom* of the DD 788 is mailed. Incomplete copy will delay settlement. Ensure date of POV pick up and location is included in the original inprocessing travel voucher, DD 1351-2.

b. If POV was *picked up after* signing into school, another original travel voucher must be submitted along with copy of PCS orders and legible copy of DD 788.

18. Reimbursement for postage must be submitted with another original DD 1351-2, copy of PCS orders, copy of memo authorizing the reimbursement and copy of all postage receipts.

Assemble the finance in-processing packet in the following order:

1. Finance Inprocessing Worksheet (1st and 2nd pages)
2. PCS orders with amendments (and DD 1610 if applicable)
3. PCS leave form
4. **Original** DD 1351-2 (Travel Voucher)
5. All receipts (if applicable)
6. Copy of settlement of any advances received
7. **Original** DA 5960 (include copy of Gov Lease Housing or Assignment to Quarters if applicable)
8. DA 4187 for Sep Rats in kind not available (only for enlisted Cadre)
9. DA 4187 for CONUS COLA (if applicable)
10. Attach the rest of the documentation at the end of the packet.

Important Notice: Incomplete packets will delay payments.

TLE Packet Assembly

1. Incomplete TLE packet should not hold the mailing of the inprocessing packet.
2. Follow TLE checklist and attach it to the packet.
3. Ensure TLE worksheet is filled out, signed and dated.
4. Ensure copies of everything requested in the TLE checklist are included. The only exception to the checklist is the Statement of Non-availability. It is not needed for the cadre members at the schools.
5. Make sure dates on itinerary match up with hotel receipts. Ensure these lodging

receipts are itemized by day and by charges. Ensure the lodging receipts have a \$0.00 balance due or copy of the credit card receipt paid in full.

6. If requesting for meals only, have to specify complete physical address on the TLE worksheet.

6. Need to include copy of inprocessing travel voucher and copy of PCS orders.

7. If claiming TLE for:

*a. TLE for **losing station***, ensure copy of 1st and last page of household goods (HHG) inventory sheets, with legible signatures and dates of soldier and movers are included. A memo signed by last duty station housing officer clearing of Quarters will suffice.

*b. TLE for **gaining station***, ensure copy of HHG delivery, DD 1840 or DD 619-1, is included. Ensure these forms are signed and dated by soldier and movers.

*c. If **claiming at both stations***, copy of all documents above must be included in the packet.

d. If HHG have not been delivered yet, a copy of lease or rental agreement will be sufficient or a letter from the servicing Transportation Office stating HHG have not been delivered will suffice. This letter must include a POC with phone # from that transportation office.

DITY Move Packet Assembly

1. Incomplete DITY packets should not hold the mailing of the inprocessing packet.

2. Ensure **original** DITY checklist is included, filled out, signed and dated at the bottom.

3. Ensure an **original** DD 1351-2 for DITY move purpose is filled out, signed and dated by soldier.

4. Ensure DD 2278 is signed and dated by soldier and transportation officer.

5. Ensure weight tickets are included for *Tare(empty)* and *Gross(full)* weight for all vehicles used in the DITY or claimed in the DD 2278.

6. Rental contract must be included together with the packet.

7. Include one copy of PCS orders with any amendments.

8. If a soldier's own trailer or boat were used, please, state if state requires a registration, and if it does a copy of the registration or title must be turned in.

9. Include updated registrations of all POVs used for the move.
9. Include original receipts of all gas, tolls and weight tickets, or any other receipts pertinent to the move.

All Formflow forms can be obtained at <http://www.usapa.army.mil>

Annex B

GOLDBAR INPROCESSING INSTRUCTIONS

1. Upon arrival to the school, a complete Goldbar in-processing packet needs to be submitted to Region G-1 section within the first 72 hours of arrival.
2. Do not use Arrival/Departure Sheet for Goldbars.
3. Express/FedEx is preferred on all Goldbar inprocessing packets so that they can be screened and submitted to finance as soon as possible. Goldbar packets will be mailed with a DA 200 to account for receipt to:

HQ EASTERN REGION ROTC
ATTN ATOE-PA-P
BLD 203 OLD IRONSIDES ST
FT KNOX KY 40121

Goldbar Inprocessing Packet Assembly

1. Follow and complete the Goldbar In-processing Checklist. Attach the checklist to the packet.
2. Ensure copy of entire set of orders is included.

AGR officers must include all of these orders:

Orders bringing them to Eastern Region and School

Orders bringing them to OBC (if available, some will not have them yet)

ECP officers must include all of these orders:

Orders releasing them from the NG or Reserves

Orders bringing them to the school

Orders taking them to permanent duty station

Need to contact their NG or Reserves Pay System and request a release from their system in order for Ft Knox DMPO Finance Office to pick them up on the Active Duty Pay System.

3. Ensure W-4 has an exemption # stated in block # 5. Ensure form is signed and dated.
4. Ensure form DD 2058 states the city and state of legal residence claimed.
5. Fill out DA 5960. **Original** must be mailed. Ensure blocks # 1-8, 10 and 13 are filled out. Do not need to fill out blocks # 9 or # 12.

- a. **If married to a civilian or divorced** then need a date in block 8/3. Ensure blocks # 1-8, 10 and 13 are filled out. Ensure block # 10 is filled out with current physical address.
- b. **If married to an active duty member** ensure blocks # 1-8, 10 and 13 are filled out. Ensure blocks 8/1 and 8/2 are filled out with spouse's SSN and duty station. Ensure block # 10 is filled out with current physical address.
- c. **If soldier married while on PCS leave**, a copy of marriage certificate must be provided. Ensure blocks # 1-8, 10 and 13 are filled out. Ensure block # 10 is filled out with current physical address. Ensure block # 13 is signed and dated.
- d. **If soldier is single**, ensure blocks # 1-8, 10 and 13 are filled out. Ensure block # 10 states "self" and type current physical address.

Do not sign block # 15, this block is for finance purpose only.

- 6. Ensure updated form for the Uniform Allowance, Jan 01, is used. Ensure that the statements "*Active Duty Uniform Allowance*" and "*Initial Uniform Allowance AD in excess of 90 days*" are circled. Ensure Sections II and III are completely filled out. Block of Sec II: "Date of final type physical examination" is shown on the backside of orders. Ensure form is signed and dated at the bottom.
- 7. Ensure soldier, and the bank sign the SF 1199a form. Also, make sure it states if the account is savings or checking. Forms will not be accepted by finance if financial institution does not sign it.
- 8. Ensure DD 3685 is filled out, signed and dated.
- 9. Ensure updated Request for Advance Pay of \$1200, dated Mar 04, is the one used. It must state the two options. Ensure it is signed and dated.
- 9. Fix the rest of the documents requested on the checklist at the end of the packet.

All Formflow forms can be obtained at <http://www.usapa.army.mil>

CADRE OUT-PROCESSING INSTRUCTIONS

1. Cadre member that will PCS or separate, must submit an out-processing packet 30 days out from the start date of PCS leave, but not later than 15 working days out.
2. An arrival/departure sheet with copy of the PCS or separation orders, and leave form must be faxed to respective brigade on the date of departure. The brigade will then fax this documentation to Region Headquarters, G-1 section within 24 hours of receipt.
3. In order to ensure payment of any requested advances by departure date, Fort Knox **Finance Office must receive the completed out-processing packet from the G-1** no more than 30 days out and no later than 10 working days prior to soldier's sign out date.
The 30 days are preferred to allow the 201 file and promotion packet to be mailed to the respective school or brigade.
4. The 201 file and promotion packet on PCSing soldiers will be mailed to school address, unless stated differently by soldier. 201 files for Retirees and ETS soldiers will be handled at the Retirement Services Office or transition point. We do not mail ETS or retiree soldier's 201 file.
5. Out-processing packets will be mailed with a DA 200 to account for receipt to:

HQ EASTERN REGION ROTC
ATTN ATOE-PA-P
BLD 203 OLD IRONSIDES ST
FT KNOX KY 40121

Cadre out-processing packet

1. Follow thoroughly the Cadre Out-processing Checklist. Attach the checklist to the packet.
2. Regardless of soldier requesting advance travel pay or not, the original *PCS Advance Request Form*, dated Jan 04, must be submitted. Finance will not take packet without it. Ensure this form is completely filled out and, must be mailed with original signature. **Only exception** is soldiers that will retire or ETS, they do not have to submit this form because the retirement or transition point takes care of their finances.
3. Ensure to include a complete set of PCS or separating orders. Front and back side copies.
4. If soldier is not on a military installation, a clearance memorandum must be Submitted, in lieu of DA 137-1, Unit Clearance Record.
5. Ensure PCS/travel DA 31 leave form is included in the packet. If soldier will be on PCS leave at an OCONUS address, a DA 4187 must be submitted prior to going on PCS leave to request Overseas Leave Travel Clearance.

6. Ensure DA 3955 is filled out completely.
7. Fax the checklist to your brigade Gov Travel Card Rep., they have to clear every body within their brigade to ensure no balance or debts are outstanding. The brigade will then fax the checklist back to the school. Include this faxed copy of checklist with the out-processing packet.
8. For E-5s, state in checklist if soldier is requesting his/her promotion packet (if any).
9. Ensure a DA 647-1 (Personnel Register Card) is included.

All Formflow forms can be obtained at <http://www.usapa.army.mil>

EXAMPLE

Heading

Office Symbol

Date

MEMORANDUM FOR Commander, Eastern Region, US Army Cadet Command,
ATTN: ATOE-PA-P, Ft Knox, KY 40121

SUBJECT: Installation Clearance

1. This memorandum is in lieu of DA 137 (Installation Clearance Record) to certify the out-processing and clearance of all individual and unit property responsibility of _____ (soldier's name) _____ at (School or Brigade's Name). This includes verification of the following:

- a. Individual clothing and equipment.
 - b. Organizational clothing and equipment.
 - c. Leave records.
 - d. Debts due to US government.
2. POC is _____, at _____.

PMS Signature block

Annex D

GOLDBAR OUT-PROCESSING INSTRUCTIONS

1. All Goldbars enroute to OBC must submit an out-processing packet 30 days out from the start date of PCS leave, but not later than 15 working days out.
2. Do not use the Arrival/Departure Sheet for Goldbars.
3. In order to ensure payment of any requested travel advance by departure date, Fort Knox **Finance Office must receive the completed out-processing packet from the G-1** no more than 30 days out and no later than 10 working days prior to soldier's sign out date.
4. Out-processing packets will be mailed with a DA 200 to account for receipt to:

HQ EASTERN REGION ROTC
ATTN ATOE-PA-P
BLDG 203 OLD IRONSIDES ST
FT KNOX KY 40121

Goldbar out-processing packet

1. Follow thoroughly the Goldbar Out-processing Checklist. Attach the checklist to the packet.
2. Regardless of soldier requesting advance travel pay or not, the original *PCS Advance Request Form*, dated Jan 04, must be submitted. Finance will not take packet without it. Ensure this form is completely filled out and, must be mailed with original signature.
3. Ensure a complete set of orders are included.
4. Ensure a clearance memorandum is submitted.
5. Ensure PCS/travel DA 31 leave form is included in the packet. Make sure is not the Goldbar Duty PTDY one. A different DA 31 for travel purpose will be submitted. If soldier will be on PCS leave at an OCONUS location, DA 4187 must be submitted to request Overseas Leave Clearance.
6. Ensure DA 3955 is completely filled out.
7. Goldbars do not possess Gov Credit Cards, therefore they do not have to clear their brigade.

All Formflow forms can be obtained at <http://www.usapa.army.mil>